

**TOWN OF COLCHESTER – TOWN OF EAST HAMPTON
JOINT FACILITIES
COMMITTEE MEETING
May 19, 2015**

APPROVED MINUTES

The May Regular Meeting of the Town of Colchester – Town of East Hampton Joint Facilities Committee was held at the Colchester - East Hampton Waste Water Treatment Plant Meeting Room on Tuesday, May 19, 2015 at 5:00 P.M.

In Attendance: Mark Barmasse, Daniel Valentine and Robert Peter

Not In Attendance: Ron Silberman and Stephen Coyle

Other Attendee(s): Scott Clayton: Plant Superintendent, Vincent Susco Jr.: Outgoing Public Utilities Administrator. Tim Smith: New Public Utilities Administrator and James Paggioli, Public Works Director for the Town of Colchester

1. Call to Order

Chairman Barmasse called the meeting to order at 5:04 p.m. and welcomed Mr. Smith to his first Joint Facilities meeting and to his new role as Public Utilities Administrator.

2. Approval of Minutes

A. Regular Meeting on March 24, 2015

B. Special Meeting on April 9, 2015

Upon motion by Mr. Valentine seconded by Mr. Barmasse, the member's approved both Meeting Minutes as presented from March 24 and April 9, 2015.

Vote 2-0-1 (Mr. Peter abstained) Motion Passed.

3. Report of Operations

Mr. Clayton presented the March and April Reports of Operations which have been made part of these minutes:

A. March 2015

During the month of March, the plant operated within parameters and dewatering took place for 16 days. Significant snow removal was required due to multiple storms. Pump #3 was repaired and reinstalled at the Marlborough Pump Station. At the Plant, potable water well pump #2 was replaced and the plant generator and portables were serviced. Finally, due to an underground cable breaking, a 1 day power failure occurred at Spice Hill requiring the portable generator.

Maintenance activities during the month of March included the hydraulic steering piston on the press being replaced as well as the roller being removed and the bearings being replaced. The motor starter at Spellman Point Pump Station was replaced and the pump at the Wellswood Pump Station in Hebron was replaced. The sander and plows were also removed from the trucks for the year.

B. April 2015

During the month of April, the plant operated within parameters and dewatering took place for 16 days. The sodium hypochlorite system was started for the season and the dissolved oxygen probes were cleaned and calibrated on the aeration tanks. Many

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grinder pumps were repaired and a new type of polymer is being tried on the press. A pre-construction meeting was held in April for the DAF Project.

Maintenance activities during the month of April included repairs to the top collector of the DAF, the annual replacement of the shear pins on the Final Settling Tanks and CL₂ piping was installed in the contact tanks. All plant water valves were also removed and cleaned and the press booster pumps were taken apart and parts were ordered. Finally, two of the three new water pumps for the plant were installed (the third will be part of the DAF project).

In response to a question from Chairman Barmasse about the expected life of key equipment (press, pumps, etc.), Mr. Clayton stated that the Press probably has 10 more years and all parts are available. Mr. Susco shared that with the pumps being replaced; there should not be any other big ticket equipment replacements (like the DAF project) in the foreseeable future.

4. Budget Status

A. Operations Budget Status 14/15

Mr. Susco presented the expense budget status for the current fiscal year as of May 12, 2015 (copies distributed and made part of these minutes). With 5-6 weeks left in the fiscal year, Mr. Susco stated that expenses and barring any major catastrophes the budget should close with a balance of \$129,000. He then highlighted a few specific line items:

- **5430 Blding & Equipment Maint/Repair** – although that line item is significantly over budget due to the replacement of the pumps, a transfer will not be necessary given the current expectation that the budget will end the year with a positive balance.
- **5480 Software Maintenance Agreement** – as previously discussed, this item was not budgeted for but was necessary with the upgrade of the Munis application.
- **5540 Newspaper Advertising** – was the advertising for the Public Utilities Administrator opening that Mr. Smith filled.
- **5742 Vehicles** – Truck purchase in the beginning of the year.

There is one unexpected expense that is not yet reflected. After an Inspection by Hartford Steam Boiler at the plant, the back flow preventer for the feed line failed when trying to reenergize it. That was a \$5,000 expense because it was not covered under the warranty.

B. Annual Disbursement/Appropriations/Transfers

Mr. Susco shared a memo (copies distributed and made part of these minutes) that outlined the recommendation of 3 Disbursements to General Government in order to facilitate end of fiscal year closing. A fourth Disbursement to the Joint Facilities Capital Budget was also noted on the memo in following annual protocol but, had been previously authorized in February. Mr. Valentine made a motion to authorize the annual disbursements of funds as outlined for financial services rendered (reporting and audit) and street lighting. The motion was seconded by Mr. Peter. **Vote 3-0 Motion Passed.**

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**5. Old Business
A. DAF Replacement**

Mr. Susco informed the committee that the pre-construction meeting has been completed and the necessary planning is occurring. Purchase Orders have been created and all funding is in place. Onsite work is expected to begin in August and it is expected that the new system will be up and running by late November.

While there is not a penalty written into the contract, if the project shut down goes over 30 days, previous experience with pressing and haul-away costs if extended do not pose any concerns or significant strain on the budget .

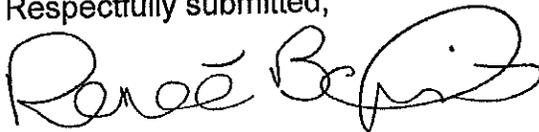
6. New Business

During New Business Mr. Susco and Mr. Smith provided an update on the transition, which both feel is going well. Mr. Susco also confirmed that June 17th is his last day. Chairman Barmasse thanked Mr. Susco for his 15 years of service to the Joint Facilities and wished him luck and relaxation during his retirement.

7. Adjournment:

On a motion made by Mr. Peter seconded by Mr. Valentine and unanimously carried, the meeting was adjourned at 5:45 p.m.

Respectfully submitted,



Renee Bafumi
Recording Secretary

Minutes approved by a unanimous vote of the Joint Facilities Committee on July 21, 2015.